



## **Ss. Robert & William Catholic School Chromebook Acceptable Use Policy Grades 1-6**

The focus of the Chromebook program at Ss. Robert & William Catholic School is to help empower students to realize their full potential and prepare them for the future in a world of digital technology and information. Using the Chromebooks encourages students to solve problems and think critically by stimulating analytical thinking. Technology immersion does not dim the vital role of the teacher in the classroom. It transforms the teacher from a director of learning to a facilitator of learning. Learning with Chromebooks integrates technology into the curriculum anytime, anyplace. Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community.

The policies, procedures, and information contained in this document apply to all Chromebooks used within Ss. Robert & William Catholic School. Administrators and teachers may set additional requirements for Chromebook use within the school and their classrooms.

### **General Information:**

- **Chromebooks and power cords are the property of Ss. Robert & William Catholic School.**
- Students are responsible for the general care of the Chromebook which they have been issued by the school. Charges for intentional damage will be the responsibility of the parents. Wear-and-tear damage is not covered by insurance.
- Nonfunctioning Chromebooks should be brought to Mrs. Chamberlin for repair.
- Chromebooks will be distributed in the fall within the first two weeks of school, once the signature page has been received. Chromebooks will be collected at the end of the school year for storage and needed repair.
- All Ss. Robert & William Catholic School Chromebooks are identified by student name and serial number. Students should not modify, remove, or destroy these identification labels.

### **Chromebook Use and Best Practices:**

- Chromebooks are intended for use at school for **academic purposes only** for students in grades 1-6. Students are responsible for returning their Chromebooks to the charging cart at the end of each school day. Students will be instructed by their teachers when Chromebooks are needed for class.

- In addition to teacher expectations for Chromebook use, school messages, grades, announcements, calendars, academic handbooks, student handbooks, and schedules may be accessed using the Chromebook.
- Chromebook use is limited to specific guidelines provided by teachers both at school. The school employs a security program to monitor student use at all times. Random analysis will be used to ensure students are using Chromebooks appropriately. In addition, students may be selected at random to provide their Chromebooks for inspection. The purpose of the inspection is to check for proper care and maintenance, as well as inappropriate use and materials.
- Students should have no expectation of personal privacy in connection with their usage of the Chromebook, Google Apps, and other technology resources. Ss. Robert and William retains the right to monitor, access, and review all student messages or information accessed or created using school owned Chromebooks and/or Ss. Robert and William sponsored Google Apps accounts.
- Chromebooks **MUST NOT** be used for any non-school related activity including, but not limited to personal videos, photos, creation and distribution of videos, gaming, or personal social media (i.e. Instagram, Twitter, Facebook, Snapchat, Pinterest, Spotify, etc.)
- Chromebook is not to be used for personal emailing. This includes from the SRW provided email account.
- Only photos and videos taken for academic purposes will be allowed. Backgrounds should be those provided on the Chromebook.
- Students are not permitted to loan out their Chromebook to any other individual.

### **Storage, Maintenance, and Care:**

- Chromebooks should not be left in unsupervised areas such as the cafeteria, gym, locker rooms, hallways, etc. If a Chromebook is found in an unsupervised area it will be returned to the office.
- Chromebooks must remain free of any writing, drawing, doodling, stickers, or labels that are not the property of Ss. Robert & William Catholic School.
- To conserve battery life, Chromebooks should be shut down when not in use.
- No food or drink is allowed next to the Chromebook while it is in use.
- When not in use, Chromebooks should be shut down and placed on a desk/table.
- Chromebooks should be carefully transported from class to class. They should never be shoved in a locker or wedged into a book bag, as this may damage the screen.
- Students should not carry the Chromebook while the screen is open unless directed by a teacher to do so.
- Chromebook screens should be protected:
  - Close the screen before moving it.
  - Do not lean on the top of or put pressure on the Chromebook screen. **This includes tracing images from the screen onto a piece of paper.**

- Do not touch or poke the screen. The Chromebook does not have a touch screen.
- Do not place anything on the keyboard before closing the lid.
- Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use window cleaner or any type of water or liquid on the Chromebook.

**Charging Your Chromebook:** Students are responsible for returning their Chromebook to the charging cart at the end of each day battery to assure proper battery life during the day. A fully charged battery will last 6-8 hours.

**Software on Chromebooks:** Ss. Robert & William Catholic School Chromebooks are managed devices. All software and apps on the Chromebooks will be installed and managed wirelessly through Ss. Robert & William Catholic School. **Students will not be able to install additional apps or extensions on their Chromebooks.** Additional software will be installed wirelessly as it is recommended and approved by teachers and school administrators. **Please note:** virus protection is unnecessary on the Chromebook due to the unique nature of its design. Also, please note that Internet content on the Chromebook will be filtered through the school Ss. Robert & William Catholic School's wireless network while in use at school.

**Maintaining Files and Saving Work:** Students will be logging into the Ss. Robert & William Catholic School Google Apps for Education (GAPE) domain. All documents will save to the student's Google Drive associated with their warriroclassroom.org account. Students using Google Drive to work on documents will not need to save their work, as all work is saved with each keystroke as work is being completed. These files will then be accessible from any computer with internet access. Chrome is the recommended browser. It is the student's responsibility to maintain the integrity of all files in their Google Drive.

**Printing:**

- At School: Printing will be available on a limited basis at school only and subject to classroom and teacher requirements. Teaching strategies that teachers use in their classrooms will encourage and facilitate digital copies of some schoolwork.

Students and their parents/guardians are reminded that use of technology is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by the school administration. Inappropriate use of the technology can result in notification of parents, receiving a failing grade, limited or banned computer use or Internet access, disciplinary consequences, removal from school, and/or legal action as set forth in the school Acceptable Use Policy.

The Parent/Guardian and Student need to sign and detach this page of the agreement and return the Diocesan Acceptable Use Policy prior to receiving/using a Chromebook.

If there are any questions regarding the Chromebook program at Ss. Robert & William Catholic School, please contact:

Mrs. Kat Chamberlin  
kchamberlin@srwschool.cc  
(216) 731-3060, ext. 208

---

**Detach, sign, and return the following:**

I have read and understand the Ss. Robert & William Catholic School Chromebook Policy and Guidelines. I accept and agree to follow this policy. I further understand that any violation of this Chromebook Policy or School Acceptable Use policy will result in serious consequences including, but not be limited to, the restriction or loss of network and/or device privileges as well as other disciplinary actions. The Administration reserves the right to the final interpretation and decision of consequences in all Chromebook Policy and Acceptable Use matters.

**Student Signature** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Student Name (Printed)** \_\_\_\_\_ **Date** \_\_\_\_\_

As a parent/guardian of the above student, I understand that my child will be responsible for abiding by the Chromebook Acceptable Use Policy and the School Acceptable Use policy. I have read and discussed these policies in their entirety with him/her and we understand the responsibility they have in using their Chromebook while at Ss. Robert & William Catholic School and at home.

**Parent/Guardian Signature** \_\_\_\_\_

**Parent Name (Printed)** \_\_\_\_\_

**Date** \_\_\_\_\_